

## ROUTING AND RECORD SHEET

82-0253/2

SUBJECT: (Optional)

Authority to Issue Proposed Dispositions

FROM:

John H. Dohring  
Director, EEO  
Room 626 C of C

EXTENSION

NO.

EEO-82-600

DATE

3 February 1982

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry  
7E12 Hdqs.

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L-218

Executive Regs 307

82-0253/2

EEO-82-600  
3 February 1982

MEMORANDUM FOR: Executive Director

FROM: Director, Equal Employment Opportunity

SUBJECT: Authority to Issue Proposed Dispositions

1. The purpose of this memorandum is to inform you that the Deputy Director of Central Intelligence (DDCI) has granted the Director, Equal Employment Opportunity (D/EEO) the authority to prepare, issue, and implement if accepted by Complainants, all Agency Proposed Dispositions.

2. When a complaint file is forwarded to the Office head for review, it will be accompanied by a memorandum calling attention to the pertinent elements of the case. After a two-week period for review of the investigative file, the Office of EEO will provide an opportunity for the Complainant and the appropriate officials of the Office to meet and attempt to informally adjust the complaint. The informal adjustment of the complaint at this Office-level meeting is highly desirable as it is cost effective, and is in keeping with the intent of the regulations governing the administrative processing of complaints of discrimination. The Office of EEO stands ready to assist case resolution efforts in any way possible.

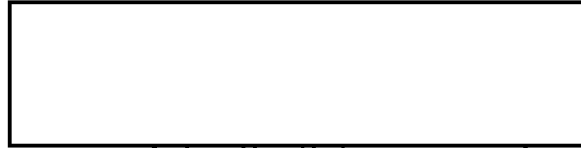
3. If a complaint is settled at the above stated informal adjustment stage, the implementation of the settlement will be handled by the Office. If no informal adjustment can be agreed upon, the Office will submit to the D/EEO no later than two weeks from the date of the informal adjustment meeting, a written statement of its position on the complaint. The D/EEO will consider that statement when preparing the Proposed Disposition of the case.

4. If the Proposed Disposition is accepted by the Complainant, it becomes binding on the Agency and, as the DDCI's designee in such matters, the D/EEO must implement it in a timely fashion. The manner of implementation will necessarily vary with the relief requested in the complaint and will, therefore, be decided by the D/EEO on a case by case basis.

5. Proposed Dispositions will, if necessary, be issued by the Office of EEO in all future cases arising in your Office.

6. Should you have questions or comments, please contact me on extension

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John H. Dohring

**Distribution:**

Orig. - Addressee

- 1 - D/EA
- 1 - Exec. Registry
- 1 - GC
- 1 - IG
- 1 - D/OP
- 1 - Comp.
- 1 - DCI EEO Officer